

## **MAINTENANCE PERSON**

Salary based on experience: Range \$10-16.50 per hour 15-20 hrs/week

### **JOB DESCRIPTION:**

Stow Recreation Department is seeking a maintenance person to handle cleaning and minor repairs of properties, and the supervision and development of a repair/maintenance division. Maintenance people must work closely and in coordination with Recreation Director.

### **DUTIES AND RESPONSIBILITIES:**

- 1) Minor repairs
- 2) Supervision and coordination of maintenance projects.
- 3) Clean common areas of property.

- Empty trash containers.
- Replace bulbs in light fixtures.
- Clean grounds, remove weeds, trim shrubs, water plants.
- Snow & ice removal.

- 4) Check and report items in building as needed to Director.

- Any damage.
- Door, lock, gate malfunction.
- Meet with outside contractors as needed.

- 5) Other responsibilities.

- Pick up and deliver building supplies.

### **QUALIFICATIONS:**

Persons interested in this job must be able to do physical work sometimes involving heavy loads. Applicants must have cleaning experience, basic mechanical aptitude, painting and minor repair

experience. You must have a willingness to wear many hats and work in coordination and communicate with Recreation Director.